

Travel Authorization Application Process

	APPLICANT
	FUNDING SOURCE
	FPD
	VICE PRESIDENT
	FISCAL SERVICES

APPLICANT completes *Travel Authorization Application Form*
+ required documents (registration info, proof of costs, etc.)

APPLICANT obtains signatures from Department Head & Dean

APPLICANT submits application to FUNDING SOURCE
+ *Supplemental Form*, if necessary

FUNDING SOURCE reviews application

If documents are missing,
FUNDING SOURCE
notifies APPLICANT

If application is denied,
FUNDING SOURCE
notifies APPLICANT

If application is approved,
FUNDING SOURCE notifies applicant
& forwards to FPD***

FACULTY PROFESSIONAL DEVELOPMENT records and forwards to VICE PRESIDENT

VICE PRESIDENT reviews, signs (if approved), and forwards application to FISCAL

FISCAL processes application & sends *Claim Form* to APPLICANT

Upon return, APPLICANT completes *Claim Form* & submits to FUNDING SOURCE

FUNDING SOURCE signs *Claim Form* & returns to FISCAL

APPLICANT receives reimbursement within 3 weeks of final processing

***PER LBCCD ADMINISTRATIVE REGULATION 3024, ALL FACULTY CONFERENCE REQUESTS SHALL BE DIRECTED THROUGH FACULTY PROFESSIONAL DEVELOPMENT (FPD), WHICH ESTABLISHES GUIDELINES FOR AND PROCESSES APPROVAL OF FACULTY CONFERENCE FUNDING.